

MEMORANDUM

DATE: October 15, 1997

TO: David Ferguson, Personnel Officer

FROM: Nelson Hill, Chief Information Officer *Nelson Hill*SUBJECT: REQUEST TO ADVERTISE AND FILL A DATA PROCESSING LEVEL  
VI POSITION (#14367) JOB CLASS 9550

We request to advertise and fill pending reclass a vacant Data Processing Level VI position assigned to the Office of Information Systems. This position will be responsible for managing the statewide Geographic Information Systems (GIS) program, the statewide Electronic Document Management program (EDMS), and other specialized technology programs as required.

This position became vacant October 3, 1997. The recruitment range is \$1538.46 to \$2307.69 biweekly. Justification for this recruitment range is attached.

The Knowledge, Skills and Abilities list is attached.

Please advertise this position as an Open Competitive Opportunity. The technical description for a newspaper advertisement in the Tallahassee Democrat is attached.

The contact person for this position is:

Faye Hall  
Office of Information Systems  
605 Suwannee Street - MS 47  
Tallahassee, FL 32399-0450  
Telephone: (850) 414-9128  
Suncom: 994-9128

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Attachments

Note: These documents were reviewed as part of preliminary survey, audit step B17. It is available from the Department's Personnel Office, and applied to the project management phase of the EDMS initiative. Evidence of our review of this document can be found on pages D13.4-D13.5. Results and Conclusions of the review are summarized on pages D13.1, D13.2, and page D2.16 of the Summary of Preliminary Survey Results.